



## GENERAL INSTRUCTIONS FOR UPDATING AN EXISTING SANDY CITY HOME OCCUPATION LICENSE APPLICATION

The enclosed application is to be used to update certain information for an existing Home Occupation, Sandy City Business License. Please do not use this form to change ownership of an existing business (license are not transferable) or to file an application business that has been licensed in another City and has relocated to Sandy City.

\_\_\_\_\_ A. **If the business has relocated within Sandy City.** License are not transferable to any location other that indicated on the last application filed and on the business license certificate issued. When a business relocates, an update application must be filed, and all applicable departments will need to provide a positive final inspection or recommendation for the issuance of a valid business license. Annual renewal license fees will transfer, but for specific types of businesses there is an additional *\$40.00 charge for processing and inspections*. AFTER filing the application, those specific business that are required to have inspections should contact the appropriate agencies indicated (please check with the license office if you are unsure whether your business needs inspections):

*Building & Sfty: (801) 568-7252 Fire Dept: (801) 568-2943 Health Dept Food: (801) 313-6620  
Health Dept Sanitation: 313-6641 Dept. of Ag Food: (801) 538-7159 Dept of Ag Pesticide: (801) 538-7188*

\_\_\_\_\_ B. **If there is a change in the mailing address only.** Please complete the update application with the corrected information.

\_\_\_\_\_ C. **If there is a change to the name of the business:** Please provide copies of supporting documents indicating the new entity name has been registered with the Utah Department of Commerce. There is a \$20 duplicate license fee for a corrected certificate.

\_\_\_\_\_ D. **If there is a change in ownership:** This form can only be used for a partial change in the ownership. At least one surviving partner must be re-named on the update application. A surviving partner must sign the update application. This form may not be used if there is a complete change in ownership. In that case, the new owners will need to file for a new business license. Forms are available on line at [www.sandy.utah.gov](http://www.sandy.utah.gov) follow the prompts Business>Form and Apps>Business License Apps.

Where possible, renewal fees have been applied to the license account to avoid the possibility of late fees. If you have questions related to the update, please contact the license office at (801) 568-7252 or e-mail at [BusLic@sandy.utah.gov](mailto:BusLic@sandy.utah.gov) and we will respond promptly.



**SANDY CITY UPDATE APPLICATION  
FOR AN EXISTING HOME OCCUPATION  
WITH A CURRENT SANDY CITY LICENSE**

Rec'd

Account #

**\*\*PLEASE PRINT OR TYPE IN BLACK INK\*\***

BUSINESS NAME:			BUSINESS PHONE #:
RESIDENCE:	CITY & STATE:		ZIP:
MAILING ADDRESS:	CITY & STATE:		ZIP:
EFFECTIVE DATE OF CHANGE:	SALES TAX #( ATTACHMENT)	CORP/LC/DBA/OTHER (ATTACHMENT)	FAX NUMBER:
NATURE/TYPE OF BUSINESS:			
DESCRIBE THE TYPE OF UPDATE BEING REQUESTED:			
PORTION OF HOME BEING USED, INCLUDE APPROX FLOOR SPACE:			
# OF OFF SITE EMPLOYEES:	# ON SITE EMPL (NOT APPLICANT)	WORK HOURS FOR ON-SITE EMPLOYEES:	HOME PHONE #:
<b>FULL NAME OF APPLICANT (FIRST, MIDDLE, LAST)</b>		<b>DATE OF BIRTH</b>	
1.		1.	
2.		2.	
<b>MISC/OTHER/PROFESSIONAL LICENSE</b>		<b>DRIVER'S LICENSE NUMBER</b>	
1.		1.	
2.		2.	

This application is to be used for updating information on a legally licensed business in Sandy City. Billing/mailling address changes or corrections, phone number changes, amending the DBA, minor changes in the nature of the business, adding or deleting a co-owner (where one of the original owners remains on the application), and location changes all may be filed on this application. Please contact the License Office for computation of any applicable fees that may be associated with updating the license. **This application may not be used to transfer a license to new ownership.** Please note: changes to the original license application will render the applicant subject to the provisions of the most recently adopted Home Occupation Ordinance.

<b>Regulatory Fee</b>		<b>Prorated</b> ____%		<b>Inspection Fee</b>	<b>\$35</b>	<b>Dupl Lic Fee</b>	<b>\$20</b>
<b>#Empl</b> ____ <b>x\$11</b>		<b>Prorated</b> ____%		<b>Misc Fee</b>		<b>TOTAL DUE</b>	

*"I do hereby confirm that the above information submitted is a correct and true reflection of the applicant(s), and the business. I agree to conduct business strictly in accordance with the provisions of the most recently adopted Home Occupation ordinance and any other ordinances or statues governing operation of said business."*

**Signature of Applicant**\_\_\_\_\_ **Date**\_\_\_\_\_

Office use only:

Building Inspections	_____	Cleared	_____	Date	_____
Code Compliance	_____	Cleared	_____	Date	_____
Fire Department	_____	Cleared	_____	Date	_____
Planning Department	_____	Cleared	_____	Date	_____
Health Department	_____	Cleared	_____	Date	_____
Police	_____	Cleared	_____	Date	_____

Notes: